

Department of the Army
Headquarters, Forces Command
Fort McPherson, Georgia 30330-6000
15 June 1990

FORSCOM Regulation 715-2

Procurement
FORSCOM SECURE ENVIRONMENT CONTRACTING (SEC) INSTRUCTIONS

Summary. This regulation establishes internal FORSCOM guidance for Secure Environment Contracting.

Applicability. These instructions applies to all purchases and contracts made and/or entered into by FORSCOM contracting offices and supported agencies in the secure environment. It takes precedence in any conflict with guidance contained in other directives or regulations issued by a subordinate command.

Supplementation. Supplementation of this regulation is prohibited without prior approval from CDR, FORSCOM, ATTN: FCJ4-PR, Fort McPherson, GA 30330-6000.

Internal Control Systems. This regulation is not subject to the requirements of AR 11-2. It does not contain internal control review checklists.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by the Directorate of Command, Control, Communications and Computers, J6, FORSCOM. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested improvements. The proponent agency of this regulation is Office of the Directorate of Logistics, FORSCOM. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to CDR, FORSCOM, ATTN: FCJ4-PR, Fort McPherson, GA 30330-6000.

Restrictions. Approved for public release, distribution unlimited.

1. Purpose

This regulation provides guidance concerning Secure Environment Contracting (SEC). Department of the Army has directed FORSCOM to establish and maintain a capability to perform SEC on an as-needed basis.

2. References

AR 715-30(C)

(Secure Environment Contracting). Cited in paragraph 4c(5).

unnumbered

(DALO-CPP letter, dated 28 May 1986, Subject: Security Aspects of Secure Environment Contracting). Cited in paragraph 4c(5).

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3. Background

SEC is normal contracting using the Federal Acquisition Regulation (FAR), Defense Supplement to the Federal Acquisition Regulation (DFAR), Army Supplement to the Federal Acquisition Regulation (AFAR), and underlying procurement statutes; it is performed by functional officials. The information developed for and contained in the contract files and the various steps used will be provided only to those persons having authorized access to the information and a "must" need to know.

4. Responsibilities

a. Capability for SEC will be established and maintained at selected FORSCOM installations at appropriate security classification levels. Figure 1 shows FORSCOM SEC execution and the designated installations. Other installations should have plans for implementation.

b. Oversight for the FORSCOM SEC mission will be exercised by the FORSCOM Head of Contracting Activity (HCA) through the FORSCOM, Directorate of Logistics, Contracting Division. The Contracting Division will provide an individual as the central point of contact for SEC. Legal, Finance and Operations Security (OPSEC) advisory support for FORSCOM SEC oversight will be provided by the FORSCOM Staff Judge Advocate, DCSRM, and DCSI, respectively.

c. The following tasks will be accomplished at installations:

(1) The chief of the installation contracting office is responsible for the installation's SEC contracting effort. Those responsibilities include identifying and designating a contracting officer, an attorney, a security advisor, and administrative support to accomplish SEC missions. These individuals will be identified within current organizational resources.

(2) The SEC contracting officer will accomplish all SEC functions assigned by the chief of the contracting office. Administrative support will be provided to the contracting officer. The SEC attorney will provide necessary legal support to the SEC contracting officer. The security advisor will advise the other members of the SEC team on the proper handling and safeguarding of classified limited access material and information, and provide advise to the SEC contracting officer on OPSEC procedures concerning SEC. The prime advisor for OPSEC on a specific SEC requirement will be the organization providing the requirement. Each installation having SEC capability, will as a minimum, nominate one prime and one alternate for each of the functional positions required in the SEC infrastructure.

(3) The chief of the installation contracting office will make suitable arrangements for the SEC team to have available the following:

(a) Secure facilities where SEC work can be conducted and discussed.

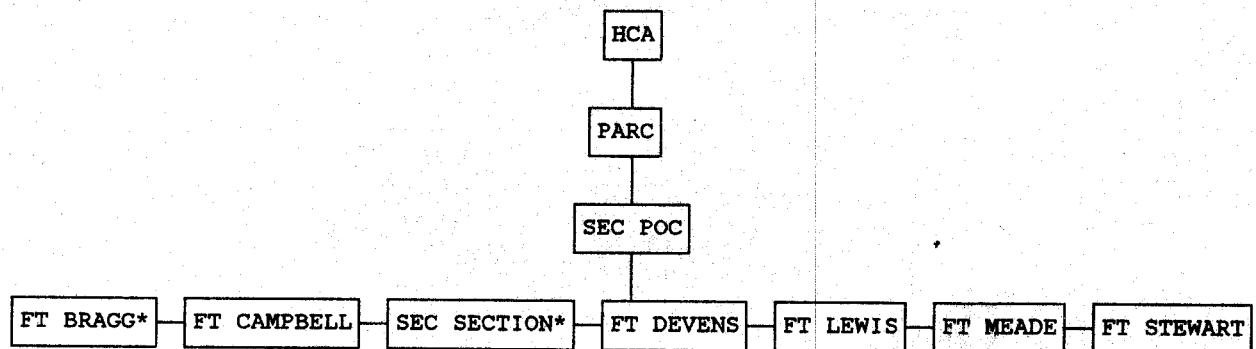
(b) Adequate storage containers with access limited to contracting individuals who are "read-on" to specific requirements and access to communications facilities to transmit and receive SEC material.

(4) Appropriate security clearances with background investigations for SEC persons will be accomplished.

(5) The installation SEC team will read, understand, and follow the directions provided in AR 715-30 (C), Secure Environment Contracting, and DALO-CPP letter, dated 28 May 1986, Subject: Security Aspects of Secure Environment Contracting.

(6) Two reports will be prepared and forwarded to the FORSCOM SEC point of contact. The first report will be the names, positions and security clearances of the individuals designated to accomplish or support SEC. This report will be provided no later than the end of the first week of the first quarter of each fiscal year. (Cite RCS exempt: AR 335-15, paragraph 5-2n, when providing information.) The second report will identify the number of actions and the amount of dollars for each of the following SEC categories: Contracts, Small Purchases, and Standard Form 44 actions. This report will be provided quarterly no later than the fifth working day of the new quarter. (Cite appropriate RCS.) Negative reports are required.

d. Customers will provide SEC requirements to the chief of the installation contracting office. He will validate the requirement and the funding and obtain sufficient information to ensure that a legal contracting action can be made. The action will then be assigned for execution within the contracting office with safeguards to ensure security is maintained.



*TS CAPABILITY - ALL OTHERS AT SECRET CAPABILITY

Figure 1. FORSCOM SEC execution.

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FOR THE COMMANDER:

OFFICIAL:

ROBERT D. WIEGAND
Major General, USA
Chief of Staff



ALEXANDER J. FOX
Director, Command, Control,
and Communications, J6

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